

# City of Saint Paul - Department of Safety and Inspections



## Strategic Planning Process

*(Vision, Mission, Values, Goals, and Strategies)*

### Purpose:

*To develop a comprehensive, strategic plan to guide the DSI organization by May 30, 2007.*

### Process Steps:

- Conduct Employee Focus Groups before beginning Strategic Planning process.
- Develop a draft Strategic Plan based on focus group data.
- Seek stakeholders input and feedback.
- Create Tactical Implementation Plan(s), both department-wide and division-specific.
- Identify Projects and Project Manager(s).
- Evaluate and monitor progress.
- Adjust and finalize the Plan as needed.

## Stakeholder Groups

### Purpose:

*To seek feedback and obtain input from the multiple internal and external stakeholders.*

### Possible Stakeholder Groups:

- DSI Employee Focus Groups
- Labor-Management Committee
- External Stakeholder Groups

### Membership:

*To be determined as strategic planning process unfolds.*

## Senior Management Team

### Purpose:

*To establish the strategic direction for the Department of Safety and Inspections, manage the day-to-day operations and the overall transition process, and connect the strategic plan to the daily work of employees.*

### Membership:

Comprised of the five Division Managers. The Departmental Accountant and Administrative Assistant.

## DSI Management Team

### Purpose:

*To assist Senior Management in managing the day-to-day operations of the Department and to help guide the transition process within each functional area.*

### Membership:

Comprised of Senior Management staff and all supervisory personnel for the combined DSI operation. This is approximately 20 plus people.

## Transition Steering Team

### Purpose:

*To serve as the steering team for the transition process, guiding and managing the merger of safety and inspection functions of the City.*

The Transition Team is advisory to the Senior Management Team and will be chosen once the draft Strategic Plan is finalized.

### Membership:

Comprised of DSI employees who are subject matter experts who will assess implementation strategies from a big-picture perspective.